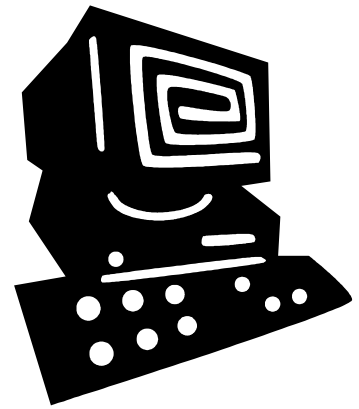


# EDITING YOUR WEB PAGES

Once you have created a web site you will want to update the contents of that site. Some people update content daily or weekly, while others only update content once a quarter.

There are several different ways to update content on a web page. Each way has its own limitations and the method you choose will depend on your specific situation. Free programs for editing web pages can be found at <http://www.download.com/>.



Methods for Editing Web Pages		
Edit Page with	Popular Software	Limitations
<b>WYSIWYG:</b> Software specifically for web production and design <b>Word Processing Software:</b> many allow you to edit web pages <b>HTML Code:</b> HTML can be created & edited in any text program.	Dreamweaver, Netscape Composer, Front Page  MS Word, Word Perfect  Notepad, Word Pad, BBedit	You must own and install these applications few are free. Does not give as much control over layout as WYSIWYG programs Requires that you learn how to code in HTML

## Editing Pages with Microsoft Word

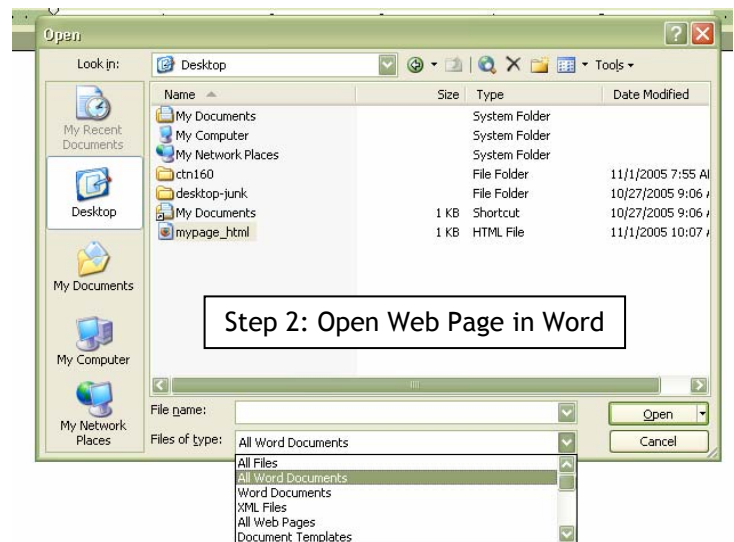
Microsoft Word is one of the easiest applications to use to edit web pages, because so many of us have it installed on our computers. Although it is great for simple edits, Word does not produce clean or slimmed down code and should not be used for initial Web Design.

### Step 1

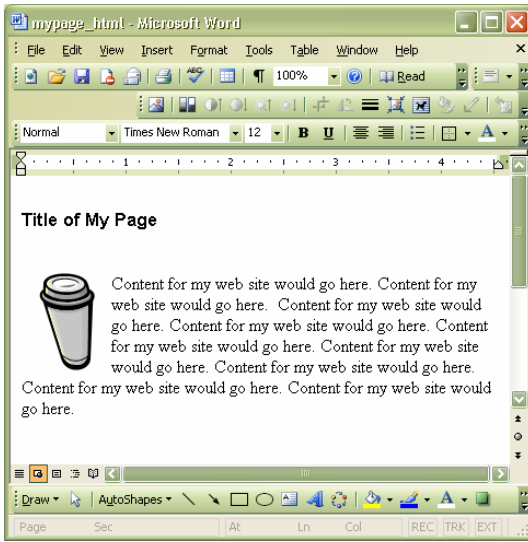
Web pages can only be edited on a local computer. If you have not already done so, save the web page to your computer. If you will be adding images or linking to other files, you will want to have all the files and folders saved to your computer.

### Step 2

In Word, Click FILE > OPEN and then browse to your web page, if you don't see it displayed change the FILE OF TYPE option to *All Files* or *Web Pages*.

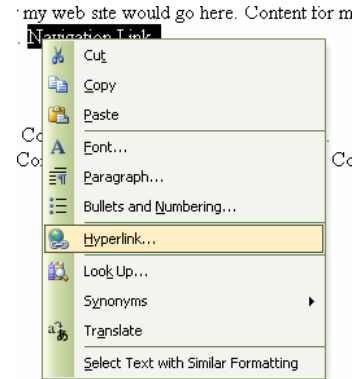


## Step 3



Make an changes or corrections. Use Word options and tools to create tables and or format text.

To create a link, highlight and right click on the text you want to link. Select HYPERLINK on the dropdown menu and type in the URL for the link in the ADDRESS space and press OK. To link to another page, use the menu option on the left of the link window to select the page you wish to link to.



## Step 4

Once you have completed all your edits, save the page and upload it to your web server using FTP.

## Other Methods for Web Page Editing

- **Macromedia Dreamweaver** is an excellent program for editing and uploading web sites. It allows one large amount of control when it comes to web page design and has many built in tools for content management navigation and interactivity. A trial copy of Dreamweaver is available for download at <http://www.macromedia.com>
- **Netscape Composer** is a add-on that is available through the Netscape Browser. To access it go open the page you wish to edit. Go to FILE and EDIT PAGE, make any corrections or changes. Netscape is available for free at <http://www.netscape.com>
- **Mozilla Suite** includes a browser and web editing software. It is available for free at <http://www.mozilla.org/products/mozilla1.x/>
- **Download.com** offers links to a variety of free or low cost programs that will allow you to edit and even FTP web pages. For more information visit <http://www.download.com/>